

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M310

Page 1 of 2

Agency
Town of Preston

Division/Unit
Finance

Item No.	Description	Retention
1.	<p><u>Finance Records</u></p> <p>This series includes all Town accounting forms and other accounting media which provide supporting data for all accounting records. These records include:</p> <p>A. <u>General Correspondence</u> Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to financial administration.</p> <p>B. <u>Special Accounting Records</u> General Ledgers Audit Reports</p> <p>C. <u>Payroll Accounting Records</u> Payroll Registers Time Sheets/Cards Employee Taxes and W-2's</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy, with the following exception: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer every three (3) years to the Maryland State Archives.</p> <p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Kim Gadau

Typed Name

Kim Gadau

Title

Town Manager

Schedule Authorized by State Archivist

Date

6/29/2012

Signature

[Signature]

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M310

Page 2 of 2

Agency
Town of Preston

Division/Unit
Finance

Item No.	Description	Retention
	<p>D. <u>Budget Planning Records</u> Correspondence from State/County Worksheets Budget Projections Budget Revisions Budget Hearing Materials/Advertisements</p> <p>E. <u>Miscellaneous Accounting Records</u> Cash Receipts Permit Receipts Paid Bonds and General Obligation Notes Paid Bills and Invoices Bank/Check Registers Cancelled Checks Monthly Financial Reports Bank/Checkbook Reconciliations Voided Checks State Revenue Receipts County Revenue Receipts Miscellaneous Receipts Computer Generated Accounting Program Reports</p> <p>F. <u>Purchase Records</u> Contracts Awarded</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 6

1. Department/Agency

Town of Preston

2. Division

FINANCE

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title GENERAL CORRESPONDENCE

5. Earliest Year/Latest Year

1995 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

ORIGINAL INCOMING letters, copies of outgoing letters, MEMORANDA, STUDIES, REPORTS, DIRECTIVES, POLICIES AND OTHER MATERIALS RELATED TO FINANCIAL ADMINISTRATION

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- Number, _____
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

- Number 1
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

- Number 3
☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE AND "LIBRARY" (OFFSITE BLDG)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- ☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- ☐ Yes ☒ No

18. Recommended Retention

NON-PERMANENT

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410 673 7929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 2 OF 6

1. Department/Agency

Town of Preston

2. Division

Finance

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Special Accounting Records

5. Earliest Year/Latest Year

1954 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

general ledgers, Financial statements, audit reports
to track Fiscal activity

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File Is Used

- ☐ Daily ☐ Weekly ☐ Monthly ☒ Annually

12. File Becomes Inactive After

2
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

"Library" (Opposite building)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☐ Yes ☒ No

16. Audit Requirements

☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ☒ No

18. Recommended Retention

permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 3 OF 6

1. Department/Agency

Town of Preston

2. Division

Finance

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Payroll Accounting Records

5. Earliest Year/Latest Year

1995 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) time sheets, pay stubs, payroll register, w-2's

to track time employees worked and compensation for such time

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) bank box

11. File Is Used

- ☐ Daily ☒ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

"Library" (offsite building)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☐ Yes ☒ No

16. Audit Requirements

☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ☒ No

18. Recommended Retention

non-permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 4 OF 6

1. Department/Agency

Town of Preston

2. Division

FINANCIAL

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

BUDGET PLANNING RECORDS

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) WORKSHEETS, BUDGET PROJECTIONS AND REVISIONS, BUDGET HEARING MATERIALS, ADVERTISEMENTS REQUIRED TO PREPARE NEW BUDGET EACH YEAR

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- Number _____
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

- Number 1
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☐ Monthly ☒ Annually

12. File Becomes Inactive After

- Number 3
☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- ☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- ☐ Yes ☒ No

18. Recommended Retention

NON-PERMANENT

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

4106737929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 5 OF 6

1. Department/Agency

Town of Preston

2. Division

Finance

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Miscellaneous Accounting
Records

5. Earliest Year/Latest Year

1928 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

cash receipts, permit receipts, paid bills and invoices, bank/check registers, cancelled checks, state and county revenue receipts
miscellaneous receipts
to track accounts receivables + payables

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

Number

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

2

Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☒ Monthly ☐ Annually

12. File Becomes Inactive After

2

Number

- ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

"Library" (offsite building)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- ☐ Yes ☒ No

16. Audit Requirements

- ☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- ☐ Yes ☒ No

18. Recommended Retention

non-permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-8-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
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AGENCY RECORDS INVENTORY

PAGE 6 OF 6

1. Department/Agency

Town of Preston

2. Division

FINANCIAL

3. Unit

n/a

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

PURCHASE RECORDS

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Contracts awarded
AS REQUIRED BY OUR CHARTER

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- Number _____
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

- Number 1
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☐ Monthly ☒ Annually

12. File Becomes Inactive After

- Number 3
☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- ☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- ☐ Yes ☒ No

18. Recommended Retention

NON PERMANENT

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

4106737929

21. Date

4-5-12